

Summer 2021 Sustainability Scholars Program Internship Opportunity

The UBC Sustainability Initiative (USI) is pleased to offer current UBC graduate students the opportunity to work on funded sustainability internship projects. Successful candidates work under the mentorship of a partner organization, and are immersed in real world learning where they can apply their research skills and contribute to advancing sustainability across the region.

- Visit the [Sustainability Scholars Program website](#) to learn [how the program works](#) and to [apply](#).
- Be sure to review the [application guide](#) to confirm your eligibility before applying.

Applications close at midnight on Sunday January 31, 2021.

Project Title:

Best Practices in Diversity, Equity and Inclusion in Vancouver's Non-Profit Sector

Project description:

The purpose of this project is to conduct a review to capture best practices from Vancouver's non-profit sector in integrating diversity, equity and inclusion in organizational practices; and identify opportunities for intervention through the department's social development tools (as stated in the Healthy City strategy) which Social Policy uses to enhance capacity with non-profit organizations.

One of the key objectives of the project is to build capacity in the non-profit sector around equity, and as such, the Healthy City Scholar work will help co-create a common understanding on how non-profit organizations are centering equity in their internal and external practices. In the non-profit sector and at the organization level, institutions differ vastly on how the concepts of diversity, equity and inclusion are embedded in policy and practice. This project will build on a working departmental definition of equity that sees it as "both a process and an outcome that drives individuals and groups to reflect on values, beliefs, assumptions and attitudes, with the goal of dismantling unfair systems by examining policies and practices that contribute to unequal outcomes for communities". Together with representatives of the non-profit sector this project will provide an opportunity to share how organizations and the City operationalize the concept of equity and identify mechanisms to support equity and diversity practices in the non-profit sector.

Research findings will be used to inform grant evaluation criteria used for the City's Community Services Grants and final report will be used as reference document for future grant applicants to illustrate smart practices in Equity, Diversity and Inclusion in Vancouver's Non-Profit Sector

Deliverables:

- A review and synthesis of equity, diversity and inclusion (EDI) institutional policies from non-profit organizations submitted through Social Policy grant processes. Scholar will review approximately 30-40 organizational policies and provide a summary of key elements included EDI policies and statements.
- In partnership with Social Policy staff, the scholar will organize and co-facilitate a dialogue with representatives from non-profit organizations to discuss findings from the policy review. The

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scholar will provide a summary of key reflections from the discussions capturing how different groups are embedding equity, diversity and inclusion through their practice and input on how the City can work with the sector to further equity goals.

- A conceptual framework that captures a spectrum of where agencies are at with regards to understanding, readiness and implementation for diversity, equity and inclusion internally (i.e. self-reflective practice, governance, strategic planning, HR) and externally (service delivery, program approach etc.) through the social development tools included in the healthy city strategy including: advocacy; policy and regulation; partnerships; research and training, infrastructure, funding, programs and services and service delivery (see <https://vancouver.ca/files/cov/factsheet4-healthy-human-services.PDF> p.10)
- A final report, containing a summary of completed work with recommendations, complemented by a final presentation to key stakeholders.
- A final report or executive summary for the Scholars Program online Project Library

Time Commitment:

- This project will take 250 hours to complete.
- This project must be completed between (May 3 to August 13th 2021).
- The scholar is to complete hours between (Monday-Friday 8:00-5:00pm), approximately 20 hours per week.

Required/preferred Skills and Background

- Excellent research and writing skills
- Demonstrated interest in sustainability
- Experience conducting stakeholder engagement events, including facilitation skills, is an asset
- Familiarity with research methodologies and survey techniques
- Excellent public speaking and presentation skills
- Community engagement experience
- Familiarity conducting focus group research
- Ability to work independently
- Deadline oriented
- Project management and organizational skills
- Interest in or demonstrated experience in Community development or non-profit management an asset

Applications close **midnight Sunday January 31, 2021**

Apply here: [Click here to apply](#)

Contact Karen Taylor at sustainability.scholars@ubc.ca if you have questions

Useful Resources

SUSTAINABILITY SCHOLARS PROGRAM

We are holding a special **resume preparation workshop for prospective Scholars** on January 19. [Click here for details and to register.](#)

Below are some links to useful resources to help you with your resume and cover letter (there are many more online). Some of these resources also provide information on preparing for your interview.

<https://students.ubc.ca/career/career-resources/resumes-cover-letters-curricula-vitae>

<https://www.grad.ubc.ca/current-students/graduate-pathways-success>

<https://www.grad.ubc.ca/cover-letter-cv-resume-templates-ubc-career-services>